

JOB ANNOUNCEMENT
Legislative Printer
Publications & Printing Section

The Legislative Research Commission is currently accepting applications for the position listed above. Examples of the job duties, the preferred qualifications and desired attributes are listed below.

Successful candidates should have knowledge of LRC, General Assembly operations, the legislative process or general state government operations, working knowledge of computer software programs; a willingness to be cross-trained for other tasks, the ability to work within short timelines and the ability to work as a team member.

Typical duties include:

- Operate printing equipment to assist in the printing of all bills filed by members of the General Assembly as well as LRC publications, including research reports, informational bulletins, the Administrative Register, the Kentucky Administrative Regulations and many other publications.
- Provide support for mass mailings of publications such as Acts, Journals, Statutes, and Register when necessary.
- Maintain adequate inventories of paper and necessary supplies to meet anticipated printing requirements of publications.
- Willingness to be cross-trained on other equipment such as folders, collators, papercutters, bindery equipment, offset presses and several other pieces of machinery.
- Perform other duties as may be required in order to meet the needs of the Publications & Printing Section of the Agency.

Preferred Qualifications: As a minimum educational requirement, candidates should possess a high school diploma, supplemented by sufficient experience to complete the duties listed. The individual selected for the position must have good organizational and communication skills. Applicants should also possess basic computer skills, particularly Microsoft Word and Excel.

Applicants should be aware that lifting and moving packages weighing up to 50 pounds is a routine function of this position.

The individual selected for this position must have a positive attitude and be public service oriented with the ability to maintain a good rapport with vendors, LRC staff, state employees, and the general public. Knowledge of the legislative process is preferred. The individual must have a strong attention to detail and be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

Applicants possessing these qualifications should submit a resume or application to:

Legislative Research Commission
Attn: Joy Kiser
Room 64, Capitol Building
Frankfort, KY. 40601

Applications must be received by the close of business November 13, 2015.